**DATES TO REMEMBER**

Open House January 18, 2020, 10am - 2pm at the McKinney Center

Early Bird Deadline January 18, 2020, 2pm

Last Day to Register January 25, 2020, 5pm

**HOW TO REGISTER**

To apply for classes, register in person or online at www.mckinneycenter.com. All registrations will be accepted on

a first-come, first-served basis.

**ENROLLMENT**

Class space is limited. Registration is first-come, first-serve. Please register early. Early Bird Registration Discount

ends January 18, 2020. The deadline for registration is January 25, 2020.

**TUITION**

Tuition amounts are noted in the Class Catalog.

**DISCOUNTS**

$10 Early Bird discount if you register before January 18, 2020.

$10 discount when registering additional siblings or for more than one class between January 19 – 25, 2020.

**SCHOLARSHIPS**

Scholarships are available. Scholarships recipients can receive up to one free class per semester. Additional classes

are regular price. Students over the age of 12 and one parent must complete 10 hours each of volunteer work

during the semester in exchange for the scholarship. Contact Director Theresa Hammons about the application

process by phone: 423-753-0562, or email: theresah@jonesboroughtn.org. All scholarship and financial information

are kept confidential. Scholarship forms may also be found online at [www.mckinneycenter.com](http://www.mckinneycenter.com) and can be

submitted electronically

**SUPPLIES**

Class supplies are included in the tuition fee unless otherwise noted in the class description.

**CANCELATIONS**

Jonesborough’s Mary B. Martin Program for the Arts reserves the right to cancel, combine or reschedule classes as

needed. Classes not meeting the minimum enrollment will be canceled one week in advance of the start date.

Students will be notified by email if a class has been canceled and will receive a full refund.

**REFUNDS**

Refunds must be requested prior to the semester deadline for registration. $25 processing fee will be deducted

from the refund. There are no refunds after the semester deadline for register.

**INCLEMENT WEATHER**

In case of inclement weather, The Mary B. Martin Program for the Arts follows the Washington County Public School

System closure procedure. Faculty will work with students and/or guardians to schedule make-up classes for

weather closings or any other reason.

**SCHOOL BREAKS & HOLIDAYS**

Due to having students across several school districts we will have class during fall and springs breaks and holidays

unless otherwise informed by your instructor or McKinney Center Staff.

**CLASS CHECK-IN PROCEDURE**

Students should arrive promptly on time for their class. Guardians must escort students under 18 into the McKinney Center and sign them in and the same when leaving. Guardians must send the McKinney Center Director an email or written statement if they wish their students to walk to and from class. Guardians may leave or wait for their student in the designated waiting area. Guardians are not allowed in class areas unless approved by the Director.

\* Policies do not apply to classes held at the JRT. Contact the JRT for details.